

Close Dates for FY22 – Please be sure to have your documents and end-of-month processing complete by the last date noted for each month. When a period is closed, the system will provide date messages that will prevent the saving of your document. Please note, there is a Tip Sheet titled, “What to do if you get a closed period message”, on the GEARS site under the “general” heading.

<u>MONTH</u>	<u>LAST POSTING DATE</u>
July	September 15
August	September 15
September	October 15
October	November 15
November	December 15
December	January 18
January	February 15
February	March 15
March	April 15
April	May 16
May	June 15
June	Please follow deadlines that will be published in the year-end schedule.